

NAVSUP Fleet Logistics Center Norfolk Contracting Department, Philadelphia Office intends to solicit for symposium support services for the Naval Acquisition Career Center's (NACC) annual Naval Acquisition Development Program (NADP) symposium on an unrestricted, full and open basis. The symposium is to take place in the Washington, DC metro area during November/December 2014 or January 2015 timeframe. Request for Quote N00189-14-T-2654 contemplates a Firm Fixed Price type contract. The anticipated period of performance is for four days, three nights during a mutually agreed upon week. The quoter will be required to provide lodging for approximately 288 guests within the approved Government per diem rate. The quoter will also be required to provide multiple meeting rooms for the various sessions of the symposium as outlined in the Statement of Objectives below. The quoter will also be required to provide transportation to and from local airports as outlined in the Statement of Objectives. This is a combined synopsis/solicitation for commercial items prepared in accordance with the format in FAR Subpart 12.6 using Simplified Acquisition Procedures under FAR Part 13; as supplemented with additional information included in this notice. This announcement constitutes the only solicitation; a quote is being requested and a written solicitation will not be issued- PAPERCOPIES OF THE SOLICITATION WILL NOT BE AVAILABLE. The Government will not pay for information received. The NAICS code is 721110 with a size standard of \$32.5M. The solicitation document and incorporated provisions and clauses are those in effect through the current Federal Acquisition Circular. It is the quoter's responsibility to be familiar with the applicable clauses and provisions. The clauses may be accessed in full text at this address: <http://farsite.hill.af.mil>.

The Contract Line Items (CLINS) are as follows: 0001 – NADP Symposium Support (Base Year); 1001 - NADP Symposium Support (Option I); and 2001 NADP Symposium Support (Option II). A single award will be made. The statement of objectives is as follows:

Introduction:

The NAVSUP Fleet Logistics Center Norfolk Contracting Department, Philadelphia Office and the Director, Naval Acquisition Career Center (NACC) intends to acquire services to support an NADP Entry Level Training Symposium to be held in the November/December 2014 or January 2015 timeframe. Due to geographic location and the need for close proximity to restaurants, public transportation and accommodating facilities as well as planned guest speakers, it is necessary for the symposium to be held within the Washington D.C. area to include Maryland and Virginia, with hotel shuttle service provided to either Reagan National or Dulles International Airports. The accommodating facility must be able to provide a complete meeting package, i.e. lodging, classrooms, break out rooms, and symposium services, along with a complete listing of restaurants and their respective walking distance from the hotel and Metro rail station and respective walking distance from the facility. Metro rail station shall be within two tenths of a mile from the facility.

NAVSUP FLCN, Phila. and NACC intend to partner with a provider of the support services of the symposium. The provider will provide a complete turnkey solution for providing the support for the symposium in accordance with the Statement of Objectives as indicated below.

Objectives:

- The ultimate objectives of this contract are to find an organization that is fully able to independently provide support for a symposium.
- The purpose of this SOO is to allow quoter to demonstrate their capabilities and is intended as a guideline and not an all-encompassing requirement statement. The vendor selected for award will be required to effectively and efficiently secure the support of the symposium.
- The objectives are:

Symposium Dates:

Three nights stay, preferably in the November or December timeframe. The Travel arrival day MUST be either a Monday or Tuesday allowing for the Symposium and associated travel to fall on a weekday.

Examples:

12/8	Travel Arrival Day		12/9	Travel Arrival Day
12/9	Symposium Day One		12/10	Symposium Day One
12/10	Symposium Day Two	or	12/11	Symposium Day Two
12/11	Travel Departure Day		12/12	Travel Departure Day

Symposium Period of Performance

Travel Arrival Day (Monday or Tuesday) - Set up and registration of personnel

Symposium Day One (Tuesday or Wednesday) - full day of Symposium activities -

Approx. 11 hrs

Symposium Day Two (Wednesday or Thursday) - full day of Symposium activities -

Approx. 11 hrs

Travel Departure Day (Thursday or Friday) - Check out and leave hotel. No meeting facility requirements

Period of Performance for Lodging

Three (3) nights of lodging:

- Travel Arrival Day – 288 people
- Symposium Day 1 - 288 people
- Symposium Day 2 - 288 people

- Travelers will use Government travel credit cards for incidentals
- All lodging to be done at one location
- Rapid check in/out procedures

SYMPOSIUM REQUIREMENTS

TRAVEL ARRIVAL DAY

Upon their arrival, students will be registered by NACC Staff who will require:

- One meeting room or an office with internet capability and a capacity for at least 10 people with ability to be locked for use the entire three days.
 - Table and chairs for small symposiums (up to 10 people)
 - Internet capable
 - Speaker phone with dial out capabilities for use in office
 - Capable of being locked
 - Storage area for conference materials

- Symposium Meeting Room and Registration Area Requirements:
 - Starting at 4 p.m. – Main room and registration area set
 - Main room Work/Table space for 420 people. Tables must have space for workbook and writing. Crescents/round tables for seating of 7 people each must be set and ready for NACC staff to occupy and use
 - Work/Table space in rear of symposium room reserved for Staff and Guest Speakers (approx. 20)
 - Registration area located in lobby/hall just outside main symposium room
 - 4 large Tables required for registration area
 - Registration accomplished by the Employee picking up a name tag from the registration table
 - 8 easels for signage
 - Main symposium room and registration area must be set and ready for NACC staff by 4 p.m.

SYMPOSIUM DAY ONE

- One meeting room or an office with internet capability and a capacity for at least 10 people with ability to be locked for use the entire three days.
 - Table and chairs for small symposiums (up to 10 people)
 - Internet capable
 - Speaker phone with dial out capabilities for use in office
 - Capable of being locked
 - Storage area for conference materials

- Classroom/Symposium room:
 - Required hours 7a.m. to 6 p.m.
 - Main room Work/Table space for 420 people. Tables must have space for workbook and writing. Crescents/round tables for seating of 7 people each
 - Work/Table space in rear of symposium room reserved for Staff and Guest Speakers (approx. 20)
 - 1 Laptop with remote and projectors for 4 large screens in the daily sessions available
 - Stage for presentations (at least 16' deep x 24' wide and 24" to 36" high)
 - One podium with microphone, four lapel microphones and five hand-held microphones
 - High speed internet access
 - The ability to play DVDs is requested for all sessions
 - One confidence monitor in front of speaker
 - One clock for the speaker to view
 - 8 easels

- Breakout Rooms:
 - 7 Breakout rooms; required hours 1200 – 1800 setup classroom style for the following amounts:
 - 1 rooms with Work/Table space for approx. 200 (ENG) with podium microphone in each room
 - 1 rooms with Work/Table space for approx. 115 (CON) with podium microphone in each room
 - 1 room with Work/Table space for approx. 60 (LOG) with podium microphone
 - 2 rooms with Work/Table space for approx. 20 in each room (CE/FM) with podium in each room
 - 2 rooms with Work/Table space for approx. 10 in each room (FE/IT) with podium in each room

 - Additional Audio Visual Support for Breakout Rooms:

 - Contracting (CON) career field breakout session (115):
 - Needed in the contract:
 - (2) Wireless lavalier microphone
 - (2) Wireless handheld microphone
 - (1) Appropriate sized Channel mixer
 - (1) laptop computer connected to the internet, PowerPoint program and controllable with remote control
 - (1) LCD projector – 4K Lumens
 - (1) 7.5' by 10' Fast Fold Screen \$

- Engineering (ENG) career field breakout session (200):
 - Needed in the contract:
 - (2) Wireless lavalier microphone
 - (2) Wireless handheld microphone
 - (1) Appropriate sized Channel mixer
 - (1) laptop computer connected to the internet, PowerPoint program and controllable with remote control
 - (1) LCD projector – 4K Lumens
 - (1) 7.5' by 10' Fast Fold Screen
- Logistics (LOG) career field breakout session (60):
 - Needed in the contract:
 - (1) Wireless lavalier microphone
 - (1) Wireless handheld microphone
 - (1) Appropriate sized Channel mixer
 - (1) laptop computer connected to the internet, PowerPoint program and controllable with remote control
 - (1) LCD projector – 4K Lumens
 - (1) 7.5' by 10' Fast Fold Screen \$
- Business-Cost Estimating (BUS-CE) career field breakout session (20):
 - Needed in the contract:
 - (1) Wireless lavalier microphone
 - (1) Wireless handheld microphone
 - (1) Appropriate sized Channel mixer
 - (1) laptop computer connected to the internet, PowerPoint program and controllable with remote control
 - (1) LCD projector – 4K Lumens
 - (1) 7.5' by 10' Fast Fold Screen
- Business-Financial Management (BUS-FM) career field breakout session (20):
 - Needed in the contract:
 - (1) Wireless lavalier microphone
 - (1) Appropriate sized Channel mixer
 - (1) laptop computer with remote and PowerPoint program
 - (1) Lumen LCD projector – 4K Lumens
 - (1) 7.5' by 10' Fast Fold Screen
- Facilities Engineer (FE) career field breakout session (10):
 - Needed in the contract:

- (1) laptop computer with remote and PowerPoint program
 - (1) LCD projector – 4K Lumens
 - (1) 7.5' by 10' Fast Fold Screen
- Information Technology (IT) career field breakout session (10):
 - Needed in the contract:
 - (1) laptop computer with remote and PowerPoint program
 - (1) LCD projector – 4K Lumens
 - (1) 7.5' by 10' Fast Fold Screen
- Break Areas:
 - To be stationed inside or outside of main meeting room

SYMPOSIUM DAY TWO

- One meeting room or an office with internet capability and a capacity for at least 10 people with ability to be locked for use the entire three days.
 - Table and chairs for small symposiums (up to 10 people)
 - Internet capable
 - Speaker phone with dial out capabilities for use in office
 - Capable of being locked
 - Storage area for conference materials
- Classroom/Symposium room:
 - Required hours 7 a.m.-6 p.m.
 - Main room Work/Table space for 420 people. Tables must have space for workbook and writing. Crescents/round tables for seating of 7 people each
 - Work/Table space in rear of symposium room reserved for Staff and Guest Speakers (approx. 20)
 - 1 Laptop with remote and projectors for 2 large screens available
 - Stage for presentations (16' deep x 24' wide and 24" to 36" high)
 - One podium with microphone, four lapel microphones and five hand-held microphones
 - High speed internet access
 - 8 easels
- Breakout Rooms:
 - 3 Breakout rooms; required hours 8 a.m. – 6 p.m. setup classroom style for the following amounts:
 - 3 rooms with Work/Table space for 70 with podium microphone and lapel microphone

- Upon finalization of dates and itinerary, changes may be made to the amount and size of breakout rooms for Day 2
- Additional Audio Visual Support for Classroom/Symposium room and 3 Breakout Rooms:
 - Classroom/Symposium room for Professional Development Training breakout session:
(Can use the main room set for 420 people as described above)
 - NCIS Briefing breakout session (70):
 - Needed in the contract:
 - (1) Wireless lavalier microphone
 - (1) Wireless handheld microphone
 - Appropriate sized Channel mixer
 - (1) laptop computer connected to the internet, PowerPoint program and controllable with remote control
 - (1) LCD projector – 4K Lumens
 - (1) 7.5' by 10' Fast Fold Screen
 - “Better Buying Power 2.0” breakout session (70):
 - Needed in the contract:
 - (1) Wireless lavalier microphone
 - (1) Wireless handheld microphone
 - Appropriate sized Channel mixer
 - (1) laptop computer connected to the internet, PowerPoint program and controllable with remote control
 - (1) LCD projector – 4K Lumens
 - (1) 7.5' by 10' Fast Fold Screen
 - Alternate breakout session (History of the Navy) (70):
 - Needed in the contract:
 - (1) Wireless lavalier microphones
 - (1) Wireless handheld microphones
 - Appropriate sized Channel mixer
 - (1) laptop computer connected to the internet, PowerPoint program and controllable with remote control
 - (1) 7.5' by 10' Fast Fold Screen
- Break Areas:
 - To be stationed outside of main meeting room

Transportation

- Transportation to and from the airport for approximately 300 air travelers
 - If metro is not available within 1 block of the hotel, transportation will be provided by hotel via bus or shuttle
 - Hours required
 - Travel Arrival Day (10 Hours, 10 AM to 8 PM)
 - Symposium Day 2 (4 Hours, 6 PM – 10 PM)
 - Travel Departure Day (8 hours, 4 AM – 12 PM)

Other Requirements:

- Communications devices (2) to communicate with hotel staff
- Online registration for symposium to be provided by facility, utilizing facility provided software package. Alternative of self-call in reservations with group block code is acceptable. Attendees will utilize their Government Travel Credit Card to pay for any incidentals.
- The number of guest rooms required may be reduced by up to 40% by the Director, Naval Acquisition Career Center (NACC) if requirements change and the quoter is notified of the change requirements by no later than two weeks prior to symposium start date. Quoter must provide amount of prorated reduction as part of quote in the event reduced requirements provision is invoked by NACC. Cutoff for lodging reservations is to be no earlier than one week prior to symposium start date.

The following FAR/DFAR clauses and provisions are applicable to this acquisition:

52.202-1 Definitions JAN 2012
 52.203-3 Gratuities APR 1984
 52.203-5 Covenant Against Contingent Fees APR 1984
 52.203-7 Anti-Kickback Procedures OCT 2010
 52.204-3 Taxpayer Identification OCT 1998
 52.204-6 Data Universal Numbering System Number DEC 2012
 52.204-7 System for Award Management JUL 2013
 52.212-1 Instructions to Offerors--Commercial Items FEB 2012
 52.212-3 Offeror Representations and Certification--Commercial Items DEC 2012
 52.212-4 Contract Terms and Conditions--Commercial Items SEP 2013
 52.212-5 Contract Terms and Conditions Required to Implement Statutes or Executive Orders--Commercial Items (Deviation 2013-O0019) JAN 2014
 52.216-24 Limitation Of Government Liability APR 1984
 52.217-9 Option to Extend the Term of the Contract
 52.222-1 Notice To The Government Of Labor Disputes FEB 1997
 52.222-3 Convict Labor JUN 2003

52.222-19 Child Labor -- Cooperation with Authorities and Remedies JAN 2014
 52.222-21 Prohibition of Segregated Facilities FEB 1999
 52.222-26 Equal Opportunity MAR 2007
 52.222-35 Equal Opportunity for Veterans SEP 2010
 52.222-36 Affirmative Action For Workers With Disabilities OCT 2010
 52.222-37 Employment Reports on Veterans SEP 2010
 52.222-50 Combating Trafficking in Persons FEB 2009
 52.223-6 Drug-Free Workplace MAY 2001
 52.223-18 Encouraging Contractor Policies To Ban Text Messaging While Driving AUG 2011
 52.225-1 Buy American Act--Supplies FEB 2009
 52.225-13 Restrictions on Certain Foreign Purchases JUN 2008
 52.225-25 Prohibition on Contracting with Entities Engaging in Certain Activities or Transactions Relating to Iran-Representation and Certifications. DEC 2012
 52.232-1 Payments APR 1984
 52.232-18 -- Availability of Funds
 52.232-33 Payment by Electronic Funds Transfer-System for Award Management JUL 2013
 52.233-2 Service of Protest SEP 2006
 52.233-3 Protest After Award AUG 1996
 52.233-4 Applicable Law for Breach of Contract Claim OCT 2004
 52.244-6 Subcontracts for Commercial Items DEC 2010
 52.247-34 F.O.B. Destination NOV 1991
 52.252-2 Clauses Incorporated By Reference FEB 1998
 52.252-6 Authorized Deviations in Clauses APR 1984
 252.203-7002 Requirement to Inform Employees of Whistleblower Rights JAN 2009
 252.209-7993(DEV) Representation by Corporations Regarding an Unpaid Delinquent Tax Liability or a Felony Conviction under Federal Law - Fiscal Year 2014 Appropriations (Deviation) FEB 2014
 252.232-7003 Electronic Submission of Payment Requests and Receiving Reports JUN 2012
 252.232-7006 Wide Area WorkFlow Payment Instructions May 2013

To be awarded this contract, the offeror must be registered in the SAM. (<https://www.sam.gov/portal/public/SAM/>). All vendors MUST have a publicly visible registration in the System for Award Management (SAM). Duns & Bradstreet, CAGE Code & Federal Tax ID numbers MUST be listed on quotes.

Submit the following documents in response to this RFQ:

Quotation Cover Page (See attached document)

Technical Capability Statement

Price Quotation by CLIN

- Compliance with approved Government per diem rates is required.

- Breakdown should be provided to include: Lodging rates, including self-parking; and symposium space rental price to support requirements in the Statement of Objectives.

Evaluation Criteria – It is the Government’s intention to make award to the lowest price, technically acceptable quoter.

All questions in response to this notice must be submitted by email to nicholas.milillo@navy.mil no later than 5:00pm EST Tuesday, 12 August 2014. A site visit to the hotel may be required prior to award. The deadline for quotes is Friday, 15 August 2014 by 5:00pm EST. Quoters who fail to complete and submit the requirements above may be considered non-responsive.